

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE7018217

Date Posted: 10/21/13

POSITION NO: 242842

Closing Date: 11/01/13

CLASS CODE: 1872

POSITION TITLE: Information Systems Technician **

DEPARTMENT NAME: Navajo Head Start - Administration

DEPARTMENT NO: 701 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: AA60A

Days: M - F

Permanent:

SALARY: _____

Hours: 8 am - 5 pm

Temporary:

Duration: _____ \$ 29,120.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 14.00 Per Hour

DUTIES AND RESPONSIBILITIES:

Will report to the Head Start Information Systems Manager providing support of computer systems hardware, software, peripheral printers and related equipment. Will install and maintain equipment and software such as operating systems, workstations, proprietary software packages, networking equipment and software, electronic mail and data base management software for all components of Navajo Head Start. Will troubleshoot and diagnose equipment problems to ensure functional operation; installs, tests and configures hardware and software applications and programs; receives and responds to requests for assistance on desktop and computer related problems.

Determines problem and assists user with solution to microcomputer hardware and software problems. Will locate vendors and arranges for shipment of equipment and/or parts as needed for repairs. Will prepare reports as required, maintains database, retrieves data and generate reports. Will attend and participate in meetings. Stays abreast of new trends and innovations in the field of information technology microcomputer systems support, may maintain an inventory of microcomputer parts, supplies and equipment. May perform other duties as assigned, relevant to position.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Computer Science or related field; with

Experience:

two (2) years of experience in information systems hardware and software installation and maintenance, network services, systems support or production support; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education, certification, or licensure, copies of transcript , degrees, certificates, licenses, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of data processing and computer systems terminology. Knowledge of microcomputer hardware and software terminology. Knowledge of basic principles and practices of microcomputer hardware and software operations. Skill in troubleshooting various computer hardware and software problems.

License/Certification Requirements:

Position requires a background check and suitability assessment prior to employment; and must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit. Work requires continuous use of computers and peripherals, lifting and carrying computer supplies weighing up to 40 pounds.

**** UNION POSITION**

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99